

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting Minutes
9:00 am – Town House

Monday June 8, 2020

Present: Chairman Lloyd Wood, Selectman Bill Marcussen and Selectman Chip Albee. Administrative Secretary Karen Koch attended via telephone.

CALL TO ORDER

Chairman Wood called the Selectmen's meeting to order at 9:00 am, asked Clay Gallagher to lead the pledge of allegiance and read aloud instructions on how to call into the meeting.

PUBLIC INPUT

None.

MINUTES

Selectman Marcussen moved to approve the 6/1/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/1/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor.

APPOINTMENTS

Philip Hunter met with the Selectmen to seek their permission to reopen the Swap Shop. The Swap Shop Committee plans to keep the same guidelines and hours as were held previously unless other suggestions are made. The amount of people allowed in the Swap Shop would be limited in order to meet social distancing needs. Selectman Marcussen added that he attended a NHMA webinar and they advised that written procedures be established for employees and volunteers to follow. He recommended that the Board issue these recommendations prior to the Swap Shop and Transfer Station recycling areas opening. The Board will hold a work session on 6/12/2020 to draft these procedures. Clay Gallagher added that guidelines should be the same for each department but the Swap Shop adds the component of handling items that have been donated. Discussion followed. Chairman Wood suggested that Mr. Gallagher check with other towns to see how they are handling this. It was agreed that the Swap Shop could be opened once the Selectmen put guidelines into effect. Hours of operation may be reduced if there is trouble finding volunteers.

Jack Parsons gave the Building Department update. To date there have been 8 new homes, 190 inspections and 49 building permits. The Selectmen were considering holding their meetings in the Library meeting room but that room is being used to quarantine books so air conditioner(s) will be installed at the Town House. Additional outlets will need to be installed to do so. Mr. Parsons let the Selectmen know that an invoice will be coming from an electrician for fixing the power at the wharf. A resident's drainage concerns at 24 Pine Mill Drive were discussed. Jim Bean, Selectman Marcussen and Jack Parsons reviewed the site. The water runs off the road onto the owner's property. Mr. Bean confirmed that a small ditch could be installed but it wouldn't make much of a difference as it wouldn't help with the wetlands runoff that goes onto the property. Mr. Parsons will speak with Heather Cubeddu about the Joint Loss Committee starting inspections soon. There was discussion about building permits and confirming that construction debris is from Tuftonboro residences. Karen Koch confirmed that she sent a list of residences to the Transfer Station to help with this.

Jim Bean gave the Highway Department update. His crew has been working on drainage and grading dirt roads. They installed swim lines at 19 Mile Bay Beach and Melvin Beach. The Board shared that installation of swim lines at 20 Mile Bay Beach will be added to next year's budget.

Issues with Northline Road and Dame Road were discussed. The amount of water coming off of the fields on both sides of Northline Road required that 800 feet of underdrainage be done which was not budgeted for. In addition to that, the winter weather caused a lot of road damage overall, particularly to Dame Road, which wasn't on the schedule either. Quite a bit of

work is still needed on both of these roads. Selectman Marcussen, Mr. Bean and Frank Carroll met last week to discuss the best way to deal with these concerns. They agreed that not paving the top section of Dame Road (1880 feet) would allow enough funding to fix the roads correctly. A culvert needs to be replaced on Dame Road (near Ledgehill Road) and it would be beneficial to let it sit a year. There are also five large maple trees in the ditch line on the lower section that need to be removed, as well as rocks dug out and cut prior to paving. If the base coat is done on the upper portion next year, the top coat could be done all at once for the whole road. Mr. Bean wants to add another 450 feet of underdrainage and culverts on Northline Road. A section of stone wall needs to be moved to allow more room for drainage. Available funding as well as the previous plans for roadwork were discussed. The revised plan is to repair all of the drainage and pave ½ mile (the worst section) of Northline Road, totally rebuild the middle section of Dame Road and put a base coat. Next year they will put a base coat on the top section of Dame Road and top coat the entire road. Mr. Bean confirmed that there is separate funding for Shirley Way. Selectman Albee suggested putting the details of the work done into the paving survey at the end of September. The Board agreed that more funding will need to be set aside next year for road work.

Chairman Wood spoke about the need for tree and culvert work to be done well in advance of paving, funding opportunities to help with this expense, free PGA material available and community support for additional funding for road work. Mr. Bean responded to Chairman Wood that the cost of paving proposed in the modified schedule is approximately \$180,000. Mr. Bean feels that there is close to enough funding in the article to complete this work and that the amount of paving should be cut back in order to rebuild the roads correctly. The Selectmen agreed to rebuild and pave within the budget available. There was discussion about adding a surcharge to car registrations for road repairs as well as the number of abatement applications received this year. Mr. Bean agreed to Selectman Albee's suggestion to work with the power company to remove dead trees near power lines to see if they will share the expense.

Mr. Bean responded to Chairman Wood regarding various projects. Mr. Bean understood that the new location for the cell tower was behind the sand shed. There was discussion regarding Chairman Wood's concern regarding the fall zone. Selectman Albee suggested discussing this with Town counsel. Mr. Bean left a message for the contractor that is due to complete County Road Bridge maintenance and will work with the contractor to assist with signage when the work is being done. Mr. Bean will get back to the Board with a target date. Mr. Bean replied that a vendor besides FR Carroll quoted the paving work for the Durgin Road intersection project as FR Carroll doesn't do this type of work and wouldn't be able to bundle this project with other paving. This project will be planned after existing road projects are complete and after the area is excavated. Mr. Bean will come back to the Board with a target date. Sir Lines A lot hasn't returned Mr. Bean's call regarding stop line striping. Mr. Bean will work on purchasing the new sanders this week. The vendor will allow the Town's old sanders to be traded in. Mr. Bean gave an update on no parking signs and posts. Chairman Wood will visit Union Wharf, Melvin Wharf and Lake Road with Mr. Bean in regards to no parking and no docking signage as he thought that these areas were already taken care of. Mr. Bean will install delineator posts around the rain garden at the Town Beach. There was discussion as to whether or not the Town has permission to install signs at the bridge on Route 109 at 20 Mile Bay as the Town doesn't own that property. Roadside mowing is planned for late summer. Cutting of brush and grass near guardrails, culverts and bridges can be done through the summer maintenance budget. Cleaning up of gravel on Union Wharf will be cleaned up this week. The 19 Mile Bay parking lot can't be done with a york rake and Mr. Bean doesn't know if it is worthwhile to bring equipment in there.

Selectman Albee asked about Mr. Bean researching a flashing light sign for Ledgehill Road. Mr. Bean received an outside suggestion that a candy cane wrap could be applied on these signs for better visibility. Selectman Marcussen suggested a flashing red light to be installed on top of the stop sign. Chairman Wood shared that the people that he was working with have been on vacation and recapped some things that have been done to improve visibility such as mowing and snow removal. Mr. Bean replied to Selectman Albee that service will be done on the Town truck as usual. The only issue with the truck is a continuous problem with the control box for the lights. It is mounted underneath so whenever it gets wet the lights don't work as they should. He will readdress this with the company that fixed them once already. Selectman Albee reminded Mr. Bean that money was encumbered for Dame Road culverts.

Chairman Wood complimented Mr. Bean's purchase of the town truck and feels that the truck should be normally maintained to last. In regards to the chain mechanism on the rear bed, Mr. Bean replied that it was replaced last year. Chairman Wood stated that the plow frame is rusted and needs to be repaired and painted, the rear fender assembly needs to be installed, the cabin area cleaned and that the truck should go on a lift at least once per year. As Spring Maintenance is \$9302 overspent,

Chairman Wood asked that the Board be informed when a line is going to go over budget. Mr. Bean will check with Diane Falcey regarding a bill that was mistakenly charged to fall maintenance. He will also speak with Napa to get bills in on time.

Clay Gallagher gave the Transfer Station update. Please see attached. He has added per diem employees to the schedule to assist with phase 1 reopening. DES and NRRRA has been notified about Phase 1. Selectman Albee asked that more external observations are made (i.e.: oil spill that was unattended). Chairman Wood complimented Mr. Gallagher for the way operations have run with these Covid-19 modifications. Per Selectman Marcussen's concern, Mr. Gallagher will make sure that something is installed to prevent a person from falling into one of the containers when going from glass to plastic recyclables. Discussion included personal protective equipment, child safety and concern for the amount of socializing done at the Transfer Station, particularly in light of Covid-19. Mr. Gallagher is working with the compactor and baler vendor in regards to the delayed delivery. He will contact the contractor for door installation again today. The contractor fixing the toilet will be returning to finish the job. There was discussion about Mr. Gallagher's suggestion to hire 1-2 more per diem people as they are an aging staff. He will prepare a per diem ad to be posted. Payment for construction debris is going fine but it's taking a little longer due to Covid-19 precautions. It has been "pay as you go". Mr. Gallagher feels that this should be continued and people should no longer be allowed to put things on credit. There was discussion regarding one individual that has still not paid his debt. The Board agreed with continuing with "pay as you go" only. Mr. Gallagher confirmed that what is being collected for construction debris is close to the cost of disposal. He will start allowing purchasing of stickers again at the Transfer Station once they are completely reopened as he is short man power at this time to issue stickers and monitor construction debris. Selectman Albee and Selectman Marcussen shared that they felt it was important for stickers to be available for purchase at the site.

SIGNATURE FILE

Selectman Marcussen moved to approve a representation letter with Roberts and Greene for FY2019 auditing services, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a Right of Burial for plot B43, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an intent to cut for PID 59-2-20, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Carol Bush to the Planning Board (moving from alternate to member), seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve abatement requests for PIDs 25-1-31, 25-1-9, 25-1-11, 25-1-39, 40-1-2, 63-1-9, 40-1-27, 40-1-8, and 26-1-8, seconded by Selectman Albee for discussion. It was confirmed for Selectman Albee that these have all been recommended for approval by the Town's Assessor. Vote passed with all in favor. In regards to Edge O'Lake, the Town's Assessor recommended an abatement for units 1, 3 through 37, 39, 42 and 43. He advised that the Board of Selectmen can decide whether or not to grant abatements for units 40 and 41 as their applications were received late. The assessment value for unit 38 increased after review and will not be awarded an abatement. Although the assessment value decreased for unit 44 after review of all Edge O'Lake properties, an abatement will not be granted as an individual application was not received for this unit. Chairman Wood moved to table the abatements for units 1, 3 through 37, 39, 42 and 43 as well as units 40 and 41, seconded by Selectman Marcussen with all in favor. The Board will invite Rod Wood, Assessor, to meet with them regarding these abatements when he is back in the office this month. Selectman Marcussen moved to deny an abatement request for PIDs 40-1-20, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to deny an abatement request for 16-1-15, seconded by Selectman Albee with all in favor.

CORRESPONDENCE

The Selectmen reviewed a letter from the Code Officer addressed to the owners of PID 44-1-15, financing options that Jack Widmer provided for the Police Station and an email from Richard Knox regarding NH Electric Cooperative and the broadband initiative. They discussed a request from Sharon Flaucher in regards to creating a caterpillar head art project along the wall in front of the community garden. They agreed that they would decline this request as they don't wish to change the appearance of the historical stone wall. The Selectmen reviewed draft language for a proposed Welcome Sign at Copp's Pond that Stephen Scapicchio provided. Selectman Marcussen will speak with Steve Wingate to shorten the wording. The Selectmen reviewed an email from Sarah Pelletier in regards to Tufonboro residents not being allowed to use Wolfeboro's Albee and Carry beaches. Selectman Albee will draft a letter to the Wolfeboro Selectmen. The Selectmen revisited the proposed meeting schedule. The schedule will remain the same for now and additional meetings and work sessions will be scheduled as needed. Chief Shagoury provided the USDA application information to Alba Architects for their review prior to their meeting with USDA. Chairman Wood asked that Karen Koch ask Chief Shagoury to discuss additional funding sources with USDA regarding when he meets with them this week. The Selectmen agreed to hold another public information session on the Police Station on July 6th.

Selectman Albee moved to accept Thomas Young's resignation from the Budget Committee, seconded by Selectman Marcussen with all in favor. It was agreed to send him a letter of thanks. The Selectmen will appoint someone to replace him. Selectman Marcussen moved to approve payment for a college course for Karen Koch for \$960 plus \$76.50 for books, seconded by Selectman Albee with all in favor.

Other correspondence reviewed included: Town of Holderness 6/16/2020 cell tower public hearing notice; State information in regards to absentee voter registration, voter registration and change to undeclared in light of Covid-19; Primex and NH Municipal advice in regards to reopening of municipal offices; NewsLink 6/3/2020; NH DHHS Covid-19 updates; Road Business Spring 2020 newsletter; NH Lakes Thank you; USDA Covid-19 information; NHMA 5/29/2020 Legislative bulletin; NHDES May 2020 EcoLink; NHDOT June 2020 newsletter; NH Lakes Spring 2020 newsletter; NH Drug Monitoring Initiative 5/28/2020; Wetlands Permit Application for PID 39-2-4; various minutes, emails and other various correspondence.

SELECTMEN'S UPDATE

Selectman Albee shared he starting to review health insurance options. He had a long conversation with Larry Gil about the closed landfill and his request to put funding aside in addition to the closure monitoring budget. Mr. Gil also reiterated his interest in the 19 Mile Brook Committee.

Selectman Marcussen had a good session with Frank Carroll and Jim Bean regarding road projects last week. He reminded the public that completing the census determines funding that comes to the Town from the State and the Federal government.

Selectman Marcussen replied to Chairman Wood that he inquired about the status of the Master Plan and was told that Susan Slack would be working on completing it last week. Chairman Wood will inquire about an updated status.

Karen Koch replied to Chairman Wood that she hasn't received further information in regards to outfitting a new police cruiser. She will ask Chief Shagoury for a status of the radar trailer and follow up regarding job performance reviews.

NON-PUBLIC SESSION

At approximately 11:51 am, Selectman Albee moved to enter non-public session per RSA 91-A:3 II (I) legal, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 12:00 pm, Selectman Marcussen moved to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to seal these non-public minutes, seconded by Selectman Albee with all in favor.

ADJOURNMENT

At approximately 12:01 pm, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 6/8/2020:

Transfer Station

1. **Monthly Totals for May 2020 (12 SW compactors, 6 C/D containers, 2 Plastic Containers)**
 - a. **1 x Truck Load (partial) of OCC with Alton – 9.25 tons, Revenue \$1233**
 - b. **2 X Loads of Brush P/U – Cost \$1000**
 - c. **Revenues thru May 2020 are approx. \$18,711. Same time last year was \$36,798.**

2. **General Info Items**
 - a. **We have executed Phase 1 opening changes to daily operations as directed by BOS on 26 May 2020**
 - i. **Changes have been well received**
 - ii. **Residents have been very supportive and have fully complied with changes**
 - iii. **Overall working very well and has increased recycling and maintained socializing and spacing issues at the facility**
 - b. **DES notification of Phase 1 reopening submitted. Also informed NRRRA of same.**
 - c. **Personal Protective Equipment (PPE) is still available to all employees.**
 - i. **PPE includes: masks, gloves, cloth mask, ear plugs, protective glasses (all in plastic bag)**
 - ii. **PPE should be carried with them at all times and used when appropriate:**
 - d. **Signs up for Glass, Plastic, steel/alum cans/cardboard**
 - e. **Working new compacter install - new Baler to follow after that (Our 2 CIP items)**
 - f. **Working new doors to recycle building (encumbered money) should be installed by the end of June**
 - g. **Working toilet issue**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
30-Apr-20	WM plastic from apr30		\$286 P/U vs \$390			XXX	
5-May-20	WM Comp #1 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
6-May-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
7-May-20	WM Comp #1 (Single)		\$195 Haul	XXXX			
12-May-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
13-May-20	WM Comp #1 (Single)		\$195 Haul	XXXX			
14-May-20	WM Comp #2 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
19-May-20	WM Comp #1 (Single)		\$286 P/U vs \$390	XXXX			
19-May-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
21-May-20	WM Comp #1 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
23-May-20	Brush Removal		2 x loads \$500/load			1000	
26-May-20	WM Comp #2 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
26-May-20	WM Comp #1 & Plastic		\$286 P/U vs \$390	XXXX		XXXX	
28-May-20	WM Comp #2 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
29-May-20		OCC - \$137/ton	NRRA (9.25 TONS)				\$1,233.00
30-May-20	WM C/D (Single)		\$195 Haul		XXXX		

12 Solid Waste		WM (XXXX tons)	XXX				
6 C/D Containers		WM (xxxx tons)		XXX			
2 Plastic		WM (XXXX tons)			XXXX		
0 Glass		WM (XXXX tons)			XXXX		
Brush Removal		2 x loads \$500/load				1000	
	OCC - \$137/ton	NRRA (9.25 TONS)					\$1,233.00
Resident Usage fees paid							\$1,010.00
Stickers fees collected							\$0.00
		Total					\$2,243.00

18,711

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	12 (XXXX tons)	38 (345.50 tons)	50 (XXXX tons)	48 (401.6 tons)
C&D	6 (XXXX tons)	22 (124.01 tons)	28 (XXXX tons)	46 (289.06 tons)
Plastic co-mingle	2 (XXXX tons)	7 (8.63 tons)	9 (XXXX tons)	13 (12.16 tons)
Glass	0 (XXXX tons)	1 (14.74 tons)	1 (14.74 tons)	1 (14.86 tons)
Paper				
Cardboard Bales	1 (9.25 tons)		1 (9.25 tons)	
Alum Bales				
Steel / Tin Cans		1 (4.26 tons)	1 (4.26 tons)	1 (4.4 tons)
Electronics W/screen		1 (6000 lbs)	1 (6000 lbs)	1 (6000 lbs)
car batteries				1 (1865 lbs)
Freon		1 (23 units)	1 (23 units)	2 (52 units)
Metal Scrap		4 (33.95 tons)	4 (33.95 tons)	3 (23.24 tons)
Non-Ferrous Metal - Cop				
Non-Ferrous Metal - other				
Propane		1 (0 Units)	1 (0 Units)	2 (12 units)
Tires				1 (6 tons)
Used Oil				1 (250 Gallons)
Call 2 Recycle				2 (98 lbs)
Bulbs				1 (2,564 Lin Feet)
BRUSH	2 x Loads	2 x Loads	4 x Loads	